

AGENDA

NYS Office of Children and Family Services & PEF Statewide Labor Management (SWLM) Meeting Draft

Date: February 12, 2026

Location: PEF Headquarters - Latham, NY

ATTENDEES

- OCFS:** Miguelina Williams, OCFS Director of Labor Relations
Ryan Nivison, Assistant Director of Labor Relations
John Greening, Director of Safety & Health
Anthony Apuzzi, Assistant Director of Safety & Health
Tonya Boniface, Deputy Commissioner of Human Resources
Tonya Russell, Director of Personnel
Mike Adami, Assistant Director of Personnel
Normal Hall, OCFS Deputy Commissioner (DJJOY) *(via Webex)*
RJ Strauser, Interim Associate Commissioner (DJJOY)
Jill Dunkel, Deputy Commissioner of Administration
Andrew Griffin, Associate Commissioner of Administration
Margaret Bissell, Director of Operations Support
James Schidzick, DJJOY Facilities Manager
Noel DeGiovine, HR Specialist, Labor Relations (OCFS Note taker)
Brian Barraclough, OCFS Legal Counsel *(via Webex)*
- PEF:** Dan Manning, PEF Region 5 Field Representative
Bruce Giddings, PEF Vice President
Paige Saakyan, PEF Health & Safety Trainer
Ross Dorsey, PEF Division 391 Council Leader
Zachary Swift, PEF Division 234 Council Leader
Cory Jackson, PEF Division 414 Assistant Council Leader *(via Webex)*
Bernard Smith, PEF Division 216 Steward *(via Webex)*
David Takor, PEF SW LM Chair
Lisl Maloney, PEF Executive Board
Bill Agresta, PEF Division 271 Council Leader
Sharon Samuels, PEF Division 352 Council Leader *(via Webex)*
Ken Pryor, PEF Division 216 Steward *(via Webex)*
Leaah Sykes, PEF Region 5 Office Assistant (PEF Note taker)
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AGENDA ITEMS

1. Staff Safety & Facility Mandates Exceeding 16 Hours per Day
 2. Staff Shortages that Contribute to Staff Inquiries
 3. OCFS New Hires Working in Different Counties
 4. Progressive Overtime for Facility Staff/GOE Pay
 5. Harlem State Office Building (ACP) Parking
 6. Supplies, Equipment, Vendors
 7. Cubicles for Hanson Place
 8. Training
 9. Contraband in Facilities
 10. Agency Staffing Updates
 11. Office Moves
 12. Facility Closures & Concerns
 13. Committee Reports
 14. Next Meeting Dates
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1. Agenda Item – STAFF SAFETY & FACILITY MANDATES EXCEEDING 16 HRS/DAY

☐ New Business ☒ Old Business

Description: There are critical staffing shortages at Goshen Brookwood, McCormick, Industry and Finger Lakes that result in significant mandates of PEF members to out-of-title work.

1. PEF requests an up-to-date list as it pertains to any PEF member who has worked over 16 consecutive hours in the last two quarters.
2. PEF requests an update on CSEA staffing issues across all facilities. Please provide the current number of staff attending work daily at each OCFS Facility, as well as the current number of staff out on any form of approved leave.

Response: 1.) **There is a process in place that requires facilities to notify RJ Strauser whenever staff are working over 16 hours. There are less than 10 names on that list. In most cases this was voluntary and pre-approved by the Deputy Commissioners. Regarding staffing levels, progress is being made**

2.) **There are currently one-hundred and thirty-two (132) YSS going through the on-boarding process, many of which are at the Brookwood Facility. Physicals are done through EHS.**

Action Item: A committee is to be formed consisting of PEF and OCFS representatives to collaborate on recruitment and retention efforts statewide.

2. Agenda Item – STAFF SHORTAGES THAT CONTRIBUTE TO STAFF INJURIES

☐ New Business ☒ Old Business

Description: The facilities hiring process, from the time a candidate initially applies to the time they are trained enough to cover holes in our schedule needs to be streamlined dramatically.

1. PEF requests an update on the hiring process (Any changes that have or will be implemented).
2. PEF requests an update on staff assaults in the facility for this quarter.
3. PEF requests an update on retention data for all Facilities across OCFS.
4. PEF notes a lack of clear language and practices across facilities for PEF staff such as teachers and what they can and can't do across facilities. PEF believes CPM Policy should line up with the availability of crisis response team availability.
5. Per previous discussions with Management, PEF was advised that YSC 1's and 2's will be able to manage caseloads from home due to staffing shortages. When will this be implemented and what will the process be to request this ability?

Response: 1.) The hiring process is reviewed constantly to speed things up wherever possible but most of the lag is out of OCFS' control. Many candidates come with criminal backgrounds, which doesn't necessarily preclude them from employment, but adds time to the hiring process because a committee must review applicants with criminal history. The average time from hire date to start date for an applicant with no criminal history who clears the health examination is approx. 35 days

2.) OCFS was unable to provide the current quarterly numbers of assaults on staff. OCFS indicated that there is a committee consisting of PEF, CSEA and OCFS representatives that review staff assaults quarterly.

- 3.) OCFS will be providing the requested data to PEF once they have compiled a full and accurate number.
- 4.) OCFS and PEF have agreed to set up another committee meeting at Home Office to discuss teacher supervision. PEF member Bill Agresta is on a committee that discusses teachers and concerns they have. Currently staffing levels are not high enough consistently to have dedicated response teams at all facilities.
- 5.) While there were discussions about Youth Support Coordinator 1s and 2s being able to manage caseloads and paperwork from home, nothing has been implemented yet as there were concerns over some language in the work agreement. PEF will review and edit the language within the Work Agreement and forward; the Union's edits to OCFS. To Date nothing has been implemented yet as there were concerns over some language in the work agreement.

Action Item: Mike Adami will provide Dan Manning with an update on retention data. A meeting for the committee regarding teachers that Bill Agresta will be set up at Home Office to discuss teacher supervisory questions. Tonya Russell asked PEF to recommend changes to the work agreement for YSCs so the agency can review.

3. Agenda Item – OCFS NEW HIRES WORKING IN DIFFERENT COUNTIES

☐ New Business ☒ Old Business

Description: OCFS is hiring new employees, but they're being asked to work in different counties. Members were hired for the Hauppauge Office (State Building) but told they must work out of the Queens Office. It's hard to train new employees when they're sitting in another county.

1. PEF requests an update on PEF members working in different counties, and what is the anticipated duration of this work assignment.

Response: 1.) Renovations at the Hauppauge facility will begin during the week of March 2, 2026. Renovations will take a couple weeks to complete (2); however, it is possible that the project may conclude sooner than anticipated.

Renovations will take place for Child Welfare, Child Care and Department of Juvenile Justice and Opportunities for Youth (DJJOY)

After Action: OMS will get back to PEF regarding the Garden City Location.

4. Agenda Item – PROGRESSIVE OVERTIME FOR FACILITY STAFF

☒ New Business ☒ Old Business

Description: Two Separate Problems: Retention and Recruitment – People are burnt out. This is the result of: People being required to stay on the job more than 16 hours straight. Counselors *[on these extended shifts]* are asked to do the job of YSS during their shift because there was not appropriate staff to cover. On top of the additional work, these counselors are also training new staff. CSEA is required to work 6 days, and they frequently call out when they get burnt out. The Union suggested a progressive overtime program to help prevent call outs and provide financial incentives to volunteer for overtime/take away the pain of mandates.

1. PEF requests an update on the budget approval for progressive overtime (2.5%).
2. PEF request an update on GEO pay (where the ask is currently) and what titles would be approved, and when it might be implemented/approved.
3. PEF notes that certain facilities Rec Specs are making less than YSS staff despite being required to carry more credentials.
4. PEF request information on why LMSW titles and Associate Psychologist titles are both grade 23. PEF proposes that an increase be given for the Associate Psychologists titles to a grade 24.

Response: 1.) As it pertains to YSS, OCFS is actively pursuing Geo-pay, Shift Differentials, YSS shift Supervisor and a referral program. OCFS will provide an update once they have received data from Salary Study that was conducted through the Office of Employee Relations. To date no response has been received yet.

- 4.) **AD for Treatment should speak to Behavioral Health Services pertaining to the duties that Associate Psychologists are currently performing. PEF and OCFS will set up a meeting with Behavioral Health Services to discuss Psychologist 1 titles.**

Action Item: Tonya Boniface will check to see if Geo-Pay was just proposed for the Youth Support Specialist title (YSS).

5. Agenda Item – HARLEM STATE OFFICE BUILDING (ACP) PARKING

☐ New Business ☒ Old Business

Description: Harlem State Building (ACP) Parking: Members are now being told that parking is only reserved for members with Reasonable Accommodations. The Reasonable Accommodations Form must be submitted every month to continue parking at ACP.

1. PEF request information on when this procedure was put in place
2. PEF request information on what other State Buildings require Reasonable Accommodations to park
3. PEF request information on why members must put in a Reasonable Accommodation every month which appears to be excessive
4. PEF request Managements assistance on who the contact person is to schedule the meetings

Response: OCFS provided contact from the Office of General Services (OGS). PEF will continue to be in contact with the OGS, more specifically the Building Superintendent Monique Woodberry.

After Action: Dan Manning will reach out to Monique Woodbury.

PEF reached out to Ms. Monique Woodberry, she indicated that the facility does not offer reserved parking specifically for reasonable accommodation requests. However, designated parking is available in the garage for individuals with valid disability permits. If an application for reasonable accommodation is submitted and approved, we will review the request in coordination with Fleet Management.

6. Agenda Item – SUPPLIES, EQUIPMENT, VENDORS

☐ New Business ☒ Old Business

Description: Currently there seems to be discrepancies in what facilities receive what supplies and equipment throughout the state. To date PEF has been advised that there are facilities that still do not have athletic (Gym) shoes for the youth to perform recreation in. At the previous Statewide Meeting OCFS advised PEF that they had implemented new staff to oversee the supplies department. To date, what is the current vendor list, and what vendors have been added or removed. The Union is concerned that as an Agency we are failing in our duty to meet the basic needs of our youth particularly when it comes to clothing, basic needs and behavioral support. In addition to these issues, PEF would like to know if there have been any changes pertaining to Information Technologies Support personally for facilities.

1. PEF requests an update on what facilities have been supplied with athletic sneakers for gym purposes (White Adidas), and when those facilities who have not received them to date can expect to receive athletic shoes.
 - a. PEF requests an updated Vendors list that OCFS is utilizing currently.
2. Updates on IT personnel for facilities, have there been any additional staff added, if not why?

Response: 1.) Each facility is responsible for their own purchasing. Jill Dunkel's team visited each facility last fall to remind them of this and provide guidance. Brookwood Secure Center has not yet submitted their order for sneakers as there was confusion about approved vendors. OCFS states that of the several OCFS facilities have placed orders, in which the State has approved. They are aware that there are some facilities who have not sent in their orders, but they do not foresee any issue in fulfilling those orders once they have been received.

- 2.) OCFS states that they are continuing to try to hire IT staff dedicated to respective facilities. Currently, OCFS is working on improving the Wi-Fi throughout facilities. In addition to improving Wi-Fi, OCFS is looking into obtaining Chromebooks for each child as well as access to Google Classroom.

Action Item: Jill Dunkel's Team will provide the Vendor list to Brookwood.

7. Agenda Item – CUBICLES FOR HANSON PLACE

☐ New Business ☒ Old Business

Description: Intake is really outdated. There are some offices, but most of the space is open with everyone on the floor. Initially, members were told they were going to move to another floor. Most recent updates to members were that moving is no longer in the works. Members are looking for cubicles, or anything that would provide some semblance of privacy. Lack of privacy is an issue when holding meetings. Lack of walls creates distractions: noises, people walking around, etc....

1. PEF requests an update on the cubicles for Hanson Place.

Response: **OCFS has submitted a request to move from the 7th to the 13th floor, however, it will take up to two (2) years before any movement can take place. OCFS has requested movable walls be implemented to reconfigure the floorplan on the 7th floor. OCFS will be reaching out to OGS for a proposed floor plan that will provide more privacy.**

Action Item: **OCFS is looking at storage space that could potentially be refitted as a private space for meetings.**

8. Agenda Item – TRAINING

☐ New Business ☒ Old Business

Description: Currently there are Members who have been recently promoted from YSS Staff to YSC staff and are not getting the appropriate training and coaching they need to effectively perform their job duties. The YSCs are then left to learn on the go, while managing the duties of a YSS staff due to the depleted staffing levels. OCFS has indicated that YSCs would be provided an additional training specific to their tasks, to date how many YSCs have participated in that training, and what the overall response has been to the specific training? In addition to these YSC trainings, PEF has been informed that there have been additional requests from OCFS to the CSMO Offices to help with staffing, transportation, and supervision, specifically around visitations. PEF has been advised that there seems to be little to no information being passed on to CSMO staff when they volunteer to help within facilities. This puts our parties involved at risk due to the lack of communication. In addition, we have been advised that there are clinical staff, civilian staff, etc. who are willing to put in the work and become certified to join the Crisis Response teams but teams have not been offered an opportunity to participate in the training needed.

1. PEF request updates on the Ready Emergency Response Team, who has them, how many staff are assigned to them.
2. PEF requests that CMSO staff be provided with a Pre-shift briefing and daily update upon arriving at any facility to work in voluntary compacity. In addition, PEF would request that any CSMO worker who volunteers to cover visitation be provided with an outline procedure detailing how that specific facility runs visitations to eliminate any unforeseen issues, while providing them with insight into the facilities operating procedures such as bathroom usage and Minimum Staffing levels.
3. PEF request refresher training for any CSMO Staff as it pertains to supervising facility visits.

Response: 1.) The additional YSC training is a 2-week training in which 97 YSC's attended week 1 and 80 YSC's have attended week 2 of the training. In each facility OCFS has stated that there is a Trainer on site, excluding Brentwood where recruitment efforts are continuing. OCFS reports that employee feedback shows that there needs to be more training relevant to the employees' duties. OCFS is looking into the specifics of the feedback.

In terms of concerns about CMSO staff volunteering at the facility and receiving little in terms of a pre-shift briefing, RJ explained that when CMSO staff report to a facility they should ask to review the pre-shift briefing minutes and if they are new, they should also receive a tour.

9. Agenda Item – CONTRABAND IN FACILITIES

☐ New Business ☒ Old Business

Description: Management initiated a dialogue with the Union on contraband issues at the facilities and mitigation. The Union notes that our legislative agenda includes expanding access to body scanners to OCFS facilities. The Union also notes that ceramic blades have become a serious issue as these are not detected through current security measures (metal detectors).

1. PEF requests an update on the collaboration with management pertaining to the contraband issues

2. PEF requests a cost analysis of those youth who are being sent for x-rays for ceramic weapons and have not received this data to date.
3. PEF is requesting a quarterly breakdown by facility outlining contraband that was seized by staff for each facility.

Response: Procurement of body scanners is a topic of discussion with budget. It will take legislative approval to achieve. OCFS states that they have and will continue to pursue criminal charges against youth who are found to have brought contraband into the facilities. A discussion was held in relation to OCFS providing detailed data about any contraband that has already been seized by staff. OCFS has stated that Workplace Violence reports are not filed in relation to seized contraband, but rather this information is logged into a Reportable Incident Report (RIR). In addition to entering the incident into the RIR, staff also records the seized contraband in the Contraband Log.

After action: OCFS will be following up to supply PEF with data from RIRs which note contraband was found in the identified timeframe.

10. Agenda Item – STAFFING UPDATES

11. ☐ New Business ☒ Old Business

Description:

1. PEF requests a list of vacancies, temporary, provisional, and seasonal staff.
2. PEF requests information on what PEF titles will or have been affected by the federal funding.
3. PEF requests an update pertaining to Upcoming Civil Service Exams and List Preference Status to date.

Response: Reports were sent to Dan Manning.

After Action: PEF will add reports to LM Minutes

11. Agenda Item – Office Moves

☐ New Business ☒ Old Business

Description: PEF requests an update on any anticipated office moves and locations where leases are expiring.

1. PEF request updates on the Rochester Office. Has OER had discussions with the landlord.
2. PEF request information on Hansen Place. Is OCFS moving to the 13th floor?

Response: 1.) OCFS has heard concerns about the current Rochester Office and is exploring all options. OCFS intends on following up with PEF to provide information about the duration and expiration of the office's current lease.

After Action: Office of Management Services (OMS) will provide more information at a future meeting.

12. Agenda Item – FACILITY CLOSURES & CONCERNS

☐ New Business ☒ Old Business

Description:

1. PEF requests an update on facility closures
2. PEF requests an update on restraint data by facility

Response: 1.) OCFS reports there are no facility closures anticipated at this time.

After Action: DJJOY – OCFS to gather restraint data (# of restraints per facility per quarter).

13. Agenda Item – TEACHERS PERFORMING OVERTIME

☒ New Business ☐ Old Business

Description: There seems to be some discrepancies pertaining to when and if Teachers can perform overtime, during regular school hours and during summer school.

1. PEF request guidance on whether teachers can do overtime, the amount of overtime, and the school season in which that can or cannot be performed.

Response: **Conversation is ongoing between OCFS, OER and the BSC. Right now, if the facility is on an education break and a teacher opts to come in, they'd be paid straight time until they reached 40 hours. OT after 40. OCFS has stated that the issue remains with the options for pay codes and that they have spoken with OER and will continue to discuss the issue with them in an effort to rectify pay code issues.**

14. Agenda Item – DISTRUBUTION OF STAFFING

☒ New Business ☐ Old Business

Description: PEF has been informed that certain OCFS facilities currently have more staffing than some of the counter parts. When YSS's were reclassified to SG-14's that allowed staff to work in all OCFS facilities, is it possible to move staff amongst facilities to be better staffed on a bi-weekly basis.

2. PEF requests a committee be implemented to discuss and if possible, implement the sharing of staff in locations that are geographically possible.

Response: **OCFS states that PEF's proposal to implement a policy that would allow YSS to work in all OCFS facilities would create larger negative issues if not done on a volunteer basis, such as increased call outs, and increase in workers compensation cases. OCFS states that they have tried to implement such policy at MacCormick and no one volunteered.**

15. Agenda Item – OCFS BUREAU OF TRAINING

☒ New Business ☐ Old Business

Description: Historically every OCFS Facility had a member/s of the Bureau of Training within the facility to perform training and assist with staff development. Currently what facilities have dedicated training staff, and how often are they Onsite to assist with staff development and additional training/guidance? In addition, are these staff responsible for the onboarding of new employees?

Response: OCFS indicated that there is a trainer at each facility except for Brentwood. There is a New Employee Orientation done at the facilities and the trainer has a role in that. Trainers also report to the Human Services Training Center in Rensselaer to assist with JJBT which is held every 2 weeks. If we can hire more training staff, trainers can be in the facilities full-time.

OCFS states that the following data represents the distribution of five (5) new hires that will be training at their respective OCFS facilities:

Industry (2); Brookwood (1); Goshen (1); Finger Lakes (1)

After Action: OCFS will share a checklist with Dan Manning that outlines the responsibilities for the trainer when new staff report to the facility.

16. Agenda Item – NEW EMPLOYEE TRAINING/ACADEMY

☒ New Business ☐ Old Business

Description: Historically when staff are hired, they participate in OCFS Training which typically lasts for 6 weeks (Give or take). PEF has been advised that this training has been changed to two weeks, with an additional four weeks to be completed at a later date. PEF believes that this change has created less trained staff due to the necessity for staffing within the facility.

1. PEF requests the training material and outline of specific training which is completed in the first two weeks of training, along with the additional remaining classes/trainings that members receive at a later date.
2. How many employees still need the additional training weeks? And have any of them been scheduled?

Response: 1.) JJBT originally was 4 weeks and then 2 weeks on-the-job training inside the facility. The agency's goal is to get back to that method. As the agency continues to hire and retain more staff that will become possible.

2.) To date 311 staff have completed the second training which is completed at the employees' job site.

After Action: OCFS will share a checklist with Dan Manning that outlines the responsibilities for the trainer when new staff report to the facility.

17. Agenda Item – COMMUNICATION WITH PEF

☒ New Business ☐ Old Business

Description: PEF has been advised that members received emails requesting additional support within specific facilities (MacCormick). PEF would ask that these types of requests be shared with this committee as well to help alleviate any issue that may arise when members reach out.

Response: MacCormick Secure Center was extremely short staffed and DJJOY reached out for volunteers at other facilities. It was a very short notice type of situation.

After Action: Moving forward these types of requests will be shared with the Committee- in-order-to maintain open Communication

18. Agenda Item – SUB-COMMITTEE REPORTS

☐ New Business ☒ Old Business

Description:

Reports from the following sub-committees:

- a. Education: Bill Agresta/Donisha Dean-replacement needed for Dean.
- b. Counseling: Ross Dorsey, Dr. Jan Baylor / Cheryl Van Vorst-has left Peter Stein replaced her.

- c. Alternative Work Schedule/Telecommuting: Robin Matthews / Ryan Nivison, Miguelina Williams, Collen Driscoll.
- d. Training and Staff Development: Sharon Samuels
- e. Nurses: Wendy Fantauzzo / John De Julis
- f. Hazardous Duty Pay: Zack Swift, / Anyata Williams-no longer on committee

Response: An updated committee listing was provided.

Action Item: PEF to advise what representatives will be on the Retention and Recruitment Committee

19. Agenda Item – Budget Updates

☒ New Business ☐ Old Business

Description: OCFS to provide an overview of the OCFS Budget

Response: **Future Meeting Dates:** May 14 – OCFS Office
Aug 13 – PEF Headquarters
Nov 12 – OCFS Office

The following representatives certify the minutes above to be an accurate representation of the PEF OCFS Labor Management Meeting held February 12, 2026:

X David Takor
David Takor
OCFS Statewide Labor Management Chair

5/29/2026
Date

X Cory Jackson
Cory Jackson
OCFS Statewide Labor Management Chair

6/5/26
Date

X Miguelina Williams
Miguelina Williams
OCFS Director of Labor Relations

06/09/2026
Date